Alberta Community Partnership

Program Guidelines

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Final Release

Alberta Government

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1. GUIDELINES

These guidelines are intended to assist applicants in completing ACP application and financial reporting requirements. Before applying, applicants should consider both the general program information supplied in the main part of the guidelines and the component specific information in the schedule(s).

2. PROGRAM HIGHLIGHTS FOR 2016/17

- Intermunicipal Collaboration (IC) project eligibility has been revised to focus on projects which support intermunicipal land use and service delivery planning (see Schedule 1A).
  - IC project ranking criteria have been updated to ensure that projects which directly produce frameworks for regional approaches to service delivery, such as shared service agreements or intermunicipal development plans, under core service categories receive the highest priority for grant funds (see Schedule 1B).
  - The IC project maximum is $200,000.
  - Projects related to implementing regional services including facility construction, equipment purchases, pilots, training, and system upgrades are no longer eligible under the IC component.
  - The IC application limit is one application per managing partner. Municipalities can participate as a project participant in more than one application.
  - IC applications are due by December 16, 2016. Applications submitted after the deadline will not be considered.
    - The application must include a certification that council resolutions supporting the project are in place. Partnerships that do not have the required council resolutions in place prior to the application deadline must provide confirmation of their resolutions to Municipal Affairs via email to acp.grants@gov.ab.ca by February 3, 2017 (see Schedule 1A).
- The Municipal Restructuring (MR) component grant thresholds have been adjusted to better reflect anticipated costs and grant formulas have been simplified to align restructuring and financial impacts.
  - Under the Restructuring Study stream the maximum grant amount for infrastructure audits is $120,000 and for regional governance studies is $200,000.
  - Municipalities that have amalgamated are eligible to receive up to $1,500,000 under the Transitional stream.
  - Only municipalities that receive a dissolved municipality are eligible to receive funding under the Infrastructure/Debt Servicing stream. Grant amounts are calculated using base funding of $500,000 plus $1,500 per capita to a maximum of $3,000,000.
- The ACP Online system (ACPO) is now available through MAConnect (see Section 4). ACPO gives municipalities the ability to:
  - create, edit, and submit ACP applications online;
  - view and track the status of ACP applications;
  - view agreement, payment, and reporting summary information for projects funded under ACP or the former Regional Collaboration Program (RCP); and
  - create, edit and submit ACP or RCP Statements of Funding and Expenditures (SFEs).

3. KEY DATES AND CONTACTS

ACTIVITY	TIMELINE	QUESTIONS? CONTACT
Project Application Submission	Municipal Internship (MI) due October 1, 2016; IC due December 16, 2016; Mediation and Cooperative Processes (MCP), MR, and Strategic Initiatives (SI) accepted up to February 1, 2017.	Call a Grant Advisor at 780-422-7125 (toll-free 310-0000), or email acp.grants@gov.ab.ca
Statement of Funding and Expenditure (SFE)	Due within 60 days of project completion date identified in the conditional grant agreement.	Call a Grant Compliance Advisor at 780-422-7125 (toll-free 310-0000), or email acp.grants@gov.ab.ca
Communication and Project Recognition	Ongoing.	Call Communications at 780-427-8862 (toll-free 310-0000), or email acp.grants@gov.ab.ca

4. SUBMISSION METHODS

Project applications may now be submitted through ACP Online (ACPO). Access to ACPO is through MAConnect, the web portal that provides external stakeholders secure access to Municipal Affairs' key business applications.

Municipalities that have already signed up for MAConnect can request staff access to ACPO through the municipality's MAConnect Stakeholder Administrator. The Stakeholder Administrator is the person delegated to manage access to applications in MAConnect on behalf of the municipality through the MAConnect Stakeholder Agreement.

All current Stakeholder Administrators are able to submit an electronic request through their MAConnect dashboard to grant a staff member access to ACPO. If the municipality needs to assign another Stakeholder Administrator, a request can be emailed to ACPOaccess@gov.ab.ca.

Municipalities that do not have access to MAConnect will need to enter into a Stakeholder Agreement before requesting access to ACPO. The Stakeholder Agreement can be requested by emailing to ACPOaccess@gov.ab.ca or contacting 780-644-2413 (toll-free 310-0000). Once the Stakeholder Agreement has been signed and returned to Municipal Affairs, the municipality will be able to request access to ACPO through their designated Stakeholder Administrator.

An ACPO user guide is available on the ACP website at www.municipalaffairs.alberta.ca/alberta-community-partnership.

ACP project applications, project amendment/time extension requests and SFEs can also be submitted by email, fax or mail. Fillable Portable Document Format (PDF) forms are available on the ACP website at www.municipalaffairs.alberta.ca/alberta-community-partnership.

Email: acp.grants@gov.ab.ca

Fax: 780-422-9133

Mail: Attn: Regional Grant Programs (**Applications**) OR Grant Compliance and Payments (**SFEs**)
Alberta Municipal Affairs, Grants and Education Property Tax Branch
15th Floor, 10155 - 102 Street, Edmonton AB T5J 4L4

5. PROGRAM OBJECTIVE

The objective of the ACP program is to improve the viability and long-term sustainability of municipalities by providing support for regional collaboration and capacity building initiatives.

The ACP program is designed to support municipalities in attaining the following key program outcomes:

- New or enhanced regional municipal services;
- Improved municipal capacity to respond to municipal and regional priorities; and
- Effective intermunicipal relations through joint and collaborative activities.

6. FUNDING COMPONENTS

Project funding is administered under five distinct funding components. Information regarding specific objectives, eligibility criteria, and other conditions for each component are found in Schedules 1-5.

Intermunicipal Collaboration (IC) (Schedule 1A)	• Develop regional land use plans and service delivery frameworks
Municipal Restructuring (MR) (Schedule 2)	• Explore regional governance and minimize costs associated with municipal restructuring processes such as amalgamation, dissolution, or viability reviews
Mediation and Cooperative Processes (MCP) (Schedule 3)	• Resolve intermunicipal conflict through dispute resolution alternatives and/or develop collaborative protocols
Municipal Internship (MI) (Schedule 4)	• Recruit and train interns to pursue senior administrator, finance officer, and land use planner positions in municipal government
Strategic Initiatives (SI) (Schedule 5)	• Support for initiatives that align with provincial priorities and address intermunicipal needs of strategic significance

7. ELIGIBILITY REQUIREMENTS

7.1 Eligible Applicants

Applicant Type	Funding Component(s)
Municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, special areas)	All
Improvement Districts	IC, MCP, MI*, or SI
Métis Settlements	IC, MCP, or SI
Townsite of Redwood Meadows Administration Society	IC, MCP, MI Administrator*, MI Finance Officer*, or SI
Capital Region Board and Calgary Regional Partnership	MI Land Use Planner* or SI
Municipally-controlled planning service agencies and service commissions	MI Land Use Planner*

*Eligibility to apply under the MI streams is dependent on municipal population (see Schedule 4).

The Minister may vary any program criteria, such as eligibility and application requirements, to respond to the Government of Alberta and Municipal Affairs' priorities.

7.2 Contributions to other Entities

Ineligible entities under the ACP include individuals, for-profit corporations, not-for-profit organizations, regional services commissions (excluding planning commissions), intermunicipal entities, and municipal subsidiary corporations (for-profit and not-for-profit).

Successful applicants may contract these entities to conduct project activities. In these instances, the contracted entity is not considered a project partner, and the applicant remains responsible for the use of the funds, achieving project outcomes, and reporting on activities related to the approved project.

7.3 Eligible Projects

Eligible project information is provided in the component schedules.

7.4 Ineligible Expenses

The following expenses are ineligible:

- Existing and ongoing operational costs;
- Floodway mapping costs;
- Costs already funded under other grant programs; and
- Goods and Services Tax (GST).

8. APPLICATION AND AMENDMENT PROCESS

8.1 Project Application

A separate application form is required for each project submission, available through ACPO or as a fillable PDF on the program website at www.municipalaffairs.alberta.ca/alberta-community-partnership.cfm.

Project applications can be submitted any time prior to the deadline(s) specified in Section 3.

PDF applications must be signed by the Chief Administrative Officer (CAO), or duly authorized authority, who certifies that the information is correct and in accordance with program guidelines.

Applications submitted through ACPO contain a certification statement to be completed by the authorized user, and do not require a signature.

8.2 Review and Approval Process

Each project application submitted to Municipal Affairs will be reviewed to ensure it meets the requirements outlined in these guidelines. Once a project is assessed, a recommendation is forwarded to the Minister of Municipal Affairs. All decisions by the Minister are final. Applicants will be advised in writing of the status of their submission, and a list of successful projects will be posted annually to the program website.

Project applications submitted under the IC component will be evaluated based on merit (see Schedule 1B), with scores assigned based only on the information provided in the application. Applicants should ensure all relevant sections of the form are completed, as incomplete applications may result in a lower score relative to other submitted applications. Funding decisions will be made by March 31 of the program year.

MI applications are due by October 1, and applications under the other funding components (i.e., MR, MCP, and SI) should be submitted before February 1 to be considered in the current fiscal year. It is anticipated that applications will be processed and municipalities advised of project funding status in writing, within ten to twelve weeks following submission, or by March 31 of the program year.

9. FUNDING AGREEMENTS

9.1 Conditional Grant Agreement (CGA)

Following the Minister's approval of a project, successful applicants must enter into a CGA with Municipal Affairs. The CGA sets out the terms and conditions for the grant funding. This includes project start and end dates, project scope, grant payment conditions, and reporting requirements.

9.2 Amending an Agreement

If project scope, costs, or time period to use grant funds change after the project approval, an amendment is required. This can be requested by submitting a Project Amendment/Time Extension Request Form, available on the program website at www.municipalaffairs.alberta.ca/alberta-community-partnership.cfm.

The amendment request should be submitted prior to the CGA project completion date. Questions regarding scope and time changes can be directed to a Grant Compliance Advisor.

10. TIME PERIOD TO USE GRANT FUNDS

The ACP funding cycle is based on the provincial fiscal year which commences April 1. Grant funds can be retroactively applied to approved projects beginning April 1 of the current fiscal year unless otherwise stipulated in the signed CGA. See component schedules for specific details regarding time periods to use grant funds.

11. USE OF OTHER GRANT FUNDS

ACP grants may be used in combination with funds from other provincial-municipal or federal-municipal grant programs, unless doing so is prohibited by the other program. If an applicant chooses to use multiple grant funding sources for a project, it is their responsibility to understand each grant program's specific funding requirements.

More information about specific requirements of provincial-municipal grant programs can be found on the respective program websites, accessible through the Municipal Grants Web Portal at http://municipalaffairs.alberta.ca/municipalgrants.cfm.

12. REQUIREMENTS FOR AWARD OF CONTRACT

All calls for proposals or tenders for projects funded under the ACP shall be carried out in accordance with the rules, regulations and laws governing such activities and in accordance with the best current procurement practices. They must also be advertised in accordance with the guidelines of the New West Partnership Trade Agreement (www.newwestpartnershiptrade.ca), and the Agreement on Internal Trade (www.ait-aci.ca).

13. PAYMENT PROCESS AND FINANCIAL REPORTING REQUIREMENTS

13.1 Payments

ACP payments will be made following legislative approval of the provincial budget, and Ministerial authorization of the component budgets. Payments for approved projects will be made based on the conditions of the CGA. Typically the grant payment is made two weeks following the execution of the CGA, unless stated otherwise.

13.2 Statement of Funding and Expenditures (SFE)

The managing partner must submit an SFE. The SFE summarizes the grant amount received, the actual project costs, grant funding applied, portion of funding provided by other grant programs and municipal sources, and income earned and applied to the project. Income earned on the ACP grant funding becomes part of the funding available to apply to project expenditures.

The SFE must be signed by the CAO or delegate, who certifies that the grant recipient is in compliance with the terms of the CGA, program guidelines, and administrative procedures. All supporting documentation such as reports, drawings, and invoices for project costs must be retained by the

municipalities for a minimum of three years following completion of the project. The SFE can be completed using ACPO or accessed on the ACP website at www.municipalaffairs.alberta.ca/alberta-community-partnership.cfm.

The SFE may be subject to review by the Provincial Auditor General.

Additional reporting is required for the MI component (see Schedule 4), and may also be required on a case by case basis under other components.

13.3 Credit Items

Credit items must be reported on the SFE, and should include:

- Income earned on deposited or invested ACP grant funds.

The amount of income earned on the funds becomes part of the total grant funding available for the project.

13.4 Calculation of Income Earned

The municipality must maintain separate accounting records for the grant funds.

The municipality is encouraged to invest and earn income on all unexpended grant funds, subject to the provisions of Section 250 of the *Municipal Government Act*.

The amount of income earned on grant funds may be calculated by one of two methods:

- the actual income earned on the funds being held; or
- the estimated (notional) income earned on the funds. For example, multiply the average grant funding balance over one or more months that the grant funds were held in an account by the average interest rate over those months.

14. SITE VISITS

On an annual basis, Municipal Affairs may select and visit a number of municipalities to discuss ACP program delivery, explore suggestions for program improvement, and view completed ACP-funded projects where appropriate.

15. COMMUNICATIONS AND PROJECT RECOGNITION REQUIREMENTS

Municipalities may choose to recognize a project milestone through advertising, public information campaigns, or ceremonies and events. If a municipality initiates a communications event related to an ACP-funded project, they are asked to advise the Municipal Affairs Communications office of the proposed event a minimum of 15 working days prior to the celebration/launch/event.

News releases should acknowledge the province's contribution and must include a quote from the Minister or other GOA representative as determined by the province. Any advertising of ACP-funded projects should include a reference to the ACP program and the province's contribution.

To discuss project recognition options or communications requirements, please call Municipal Affairs Communications at 780-427-8862, toll free by first dialing 310-0000, or email acp.grants@gov.ab.ca. All other inquiries should be directed to 780-422-7125 (toll free 310-0000).

Schedule 1A – Intermunicipal Collaboration

1. Objective

The objective of the Intermunicipal Collaboration (IC) component is to promote municipal viability by providing support to partnerships of two or more municipalities to develop regional land use plans and service delivery frameworks.

By having regional land use plans and frameworks for service delivery in place, municipalities lay the foundation to move from concept to reality. The plans and frameworks will ensure:

- roles and responsibilities have been defined;
- participating municipalities are on board with the next step; and
- the partnership knows what it will take in time and resources to get their project off the ground.

2. Eligible Entities

The following entities are eligible for funding under the IC component:

- municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, improvement districts, and special areas);
- Métis settlements; and
- Townsite of Redwood Meadows Administration Society.

3. Eligible Projects

Eligible projects under this component directly support intermunicipal land use and service delivery planning. These projects involve producing plans, agreements, studies and frameworks to govern the integrated or cooperative delivery of municipal services.

Project results should provide partnerships with support in planning regional services, by determining such factors as the benefits, costs, revenue or cost-sharing arrangements, and governance protocols for intermunicipal service delivery.

The proposed *Modernized Municipal Government Act* introduces the creation of Intermunicipal Collaboration Frameworks (ICFs) between municipalities. Partnerships may apply for IC grants to work towards elements of an ICF, such as gathering technical expertise on the governance, delivery, and costs of a regional service, or to create intermunicipal development plans. The direct development of an ICF is eligible; however, the regulations associated with ICFs are still under development and are not expected to be in place until later in 2017. Partnerships must be careful to consider regulation requirements once they come into force.

A municipal service is defined as any activity or work undertaken by or provided for, or on behalf of, the municipality for the purpose of providing good government, facilities or other items that are necessary or desirable to develop and maintain safe and viable communities. For the purposes of this component, planning is considered a municipal service.

Projects may include more than one element in terms of planning a service delivery project. However, these elements should all pertain to the same project. For example, a municipality may submit a project to develop intermunicipal development plans with several adjoining neighbours.

Some project activities to develop a new or enhanced regional municipal service may be a better fit in other ACP components or grant programs. Please see the table below for examples.

Regional Municipal Service Delivery – Development Phases		
Phase	**Eligible IC Projects**	**Projects Eligible Under Other Funding Sources**
Explore Opportunity To determine if a regional approach to municipal service delivery make sense	➢ Identify service specific regional municipal service delivery options and conduct a needs assessment ➢ Conduct a regional municipal service feasibility study	➢ Conduct broad exploration of regional governance options (See MR Schedule 2) ➢ Development of a collaborative governance model (See MCP Schedule 3)
Establish Scope Decision tools to determine the best approach to regional municipal service delivery	➢ Develop an intermunicipal development plan ➢ Develop a regional growth plan ➢ Develop a regional transit strategy ➢ Conduct public consultations and surveys	➢ Develop regional governance study and/or business case (See MR Schedule 2)
Lay Groundwork Establish the framework for the delivery of the regional municipal service	➢ Establish a regional solid waste and recycling governance model ➢ Develop a regional municipal service delivery business plan ➢ Conduct a cost and site location analysis ➢ Establish or update regional municipal service bylaws and service sharing agreements ➢ Develop cost- and revenue-sharing models	
Deliver Service Implementation of the new or expanded regional municipal service	**Note: Capital projects and operating pilots are <u>not</u> eligible under this component**	➢ Facility construction; equipment purchases (Municipal Sustainability Initiative - Capital[1], Federal Gas Tax Fund[1]) ➢ Set up and ongoing regional service delivery costs (Municipal Sustainability Initiative - Operating[1])

Capital Expenditures

Implementation of municipal services through construction, betterment, or purchase of regional capital assets and equipment are not eligible under this component.

[1] Further information about these programs is available at the Municipal Affairs Grant Portal http://www.municipalaffairs.alberta.ca/municipalgrants.

Operating Expenditures

Expenses should be directly attributable to the outcomes of the approved project, and may include contract and project management expenses.

Expenses associated with existing and ongoing operations are not eligible. This includes expenses to set-up and implement a service including operational pilots, training, system upgrades, and office set-up.

Ongoing and regular salary expenses are not eligible under IC; however, additional costs incurred when using in-house resources, such as expenses for holding public consultations or additional compensation for in-house expertise above existing and normal salary arrangements, may be eligible. A clear, itemized breakdown of the salary expenditure items must be provided under the Budget section of the application form.

4. Application Process

Applications will be accepted for the 2016/17 funding year until December 16, 2016. No applications will be accepted after the due date.

Municipalities should ensure all relevant sections of the application form are completed prior to submission, as incomplete applications may result in a lower score relative to other submitted project applications.

The application will not be considered for funding unless:

- the council resolution certification statement under the Partners section of the application form is checked to confirm that council resolutions supporting participation in the project are in place;
- the application certification statement at the end of the application form is completed; and
- the application form is signed and dated by the managing municipality's Chief Administrative Officer or duly-authorized signing officer, if a PDF application is used.

5. Grant Amounts

The maximum grant funding available per project is $200,000.

6. Component Conditions

Applications under the IC component must involve a partnership of two or more eligible entities, as defined above in **Eligible Entities**.

Eligible entities may participate in multiple projects but may only be the managing partner on one IC project per year.

Under a project partnership, a managing partner must be selected who agrees to submit the application, enter into the grant agreement with the province, receive and manage the grant funds, and report to the ministry on project expenditures and outcomes. All other parties are referred to as project participants.

The managing partner and project participants must confirm their project involvement through council resolutions, to be retained by the managing partner, and certified on the ACP application form. The resolution should confirm support for the project, authorize the submission of the application to the ACP program, and designate a managing partner.

An IC application can be submitted even though all council resolutions are not in place by December 16, 2016. **However, a follow-up email to acp.grants@gov.ab.ca that confirms that all**

council resolutions are in place must be received by February 3, 2017 in order for the grant application to be considered for funding. Resolutions do not need to be submitted with the application unless requested by Municipal Affairs.

7. **Payment of Funds**

   ACP funds will be paid following legislative approval of the provincial budget and is contingent on a Conditional Grant Agreement (CGA) being duly executed.

8. **Time Period to Use Grant Funds**

   Successful applicants can apply grant funds towards approved projects effective April 1 of the current fiscal year unless otherwise stipulated in the CGA. Applicants determine the appropriate project completion date and should ensure that it allows sufficient time for all reporting activities to be completed. Typically, projects take one to three years to complete.

   Funding that is not expended by the project completion date in the CGA must be returned to the Government of Alberta.

9. **Reporting Requirements**

   The grant recipient must submit an SFE (see Section 13.2), and may be asked to provide additional reporting on the outcome of the grant.

   SFEs must be submitted within 60 days of the project completion date.

Schedule 1B – Evaluation of IC Applications

Individual 2016/17 IC grant applications will be scored using the following evaluation criteria to establish a primary ranking of projects based on merit and alignment with current program priorities.

Final decisions on funding recommendations will be made by a panel of program staff and may incorporate additional relevant factors such as geographic distribution of funds or distribution of funds across service areas.

#	Criteria	Maximum Points Available	Application Question
PROJECT OUTCOME			

1	**Project directly results in a regional service delivery operating framework.**
	• High score: project directly produces a regional service delivery framework.
	  ○ E.g., shared service agreements, regional service-specific governance models, regional service delivery plans, cost-sharing models, new or updated intermunicipal development plans (IDP).
	• Mid score: project produces necessary information to support the development of a regional service delivery framework.
	  ○ E.g., feasibility study, regional service governance study.
	• Low score: project produces information that is valuable but may or may not result in establishing a regional service delivery framework.
	  ○ E.g., best practice research, updated datasets or templates.
		25	1, 2

2	**Project produces an IDP.** • 20 points: project produces a new IDP for municipalities that do not yet have one in place. • 12 points: project produces an updated IDP.	20	1, 2
PROJECT PRIORITY			
3	**Project addresses a key municipal service category.** • 15 points: Project directly supports one of the following six service categories: emergency services, transportation, water/wastewater, recreation, solid waste management, or land use. • 0 points: Other categories.	15	2, 3

#	Criteria	Maximum Points Available	Application Question
4	**Project meets a timely need for the partnership.** • High score: Project is timely and the partnership's ability to implement a regional plan or service initiative directly relies upon the project's completion. • Low score: Low impact to services or partnership whether or not project proceeds.	15	4
PARTNERSHIP AND PROJECT READINESS			
5	**Regional partners are actively engaged in project delivery and demonstrate a good working relationship to support project success.** • High score: Project is collaborative and all participating municipalities have ability to influence project outcomes. Processes are in place to facilitate input in to decision making and resolve conflict. • Low score: Project delivery is driven by a third party and it is unclear how municipal partners will be involved.	15	5a, 5b
6	**Project is well planned.** • High score: A comprehensive work plan is in place which may include assessment and mitigation of risks. The partnership may have already obtained preliminary estimates or quotes and identified potential service providers or consultants for the project. • Low Score: Insufficient information was provided to determine extent of planning for project delivery.	10	6

Schedule 2 – Municipal Restructuring

1. Objective

The Municipal Restructuring (MR) component provides financial support to municipalities for projects associated with regional governance and municipal restructuring processes such as amalgamation, dissolution or viability reviews.

The objectives of MR funding are to assist municipalities with the cost of:

- completing studies that may result in municipal restructuring or regional governance;
- infrastructure studies for municipalities undergoing a viability review or following a dissolution;
- transition following a dissolution or amalgamation; and
- debt servicing and critical infrastructure upgrades following a dissolution.

2. Eligible Entities

The following entities are eligible for funding under the MR component:

- municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, and special areas).

3. Eligible Projects

a) Restructuring Study Stream

The Restructuring Study Stream provides funding towards one of the following types of studies associated with municipal restructuring:

- regional governance study which must include the exploration of options that may lead to some form of municipal restructuring; and
- infrastructure study and/or asset management plan (during viability reviews).

b) Transitional Stream

For a municipality undergoing restructuring, the Transitional Stream supports eligible projects related to the administration, governance and legislative costs of the receiving municipality to incorporate the dissolved municipality into its ongoing operations. For amalgamations, the Transitional Stream supports eligible projects related to the integration of municipal administration, governance and services of the municipalities involved in the amalgamation.

Examples of eligible projects include:

- financial audit of pre-restructured municipality/municipalities;
- community engagement activities including, but not limited to, advertising, public notices, and signage to communicate with residents, ratepayers and other stakeholders following restructuring;
- infrastructure study or asset management plan following dissolution;
- integration or migration of administrative systems including, but not limited to, accounting and financial, assessment, communications, geographic information systems, information technology, and records management and taxation systems;

- legal and legislative costs including, but not limited to, contracts review, land title fees, electoral boundaries review, conducting by-elections, and bylaw and policy reviews;
- library costs including, but not limited to, establishment of new municipal library boards in the receiving municipality or amalgamated municipality;
- organizational review to optimize the structure and processes of the municipality;
- personnel costs including, but not limited to, additional staff time associated with the post-restructuring transition, staff training, and severance for staff employed in the former municipality or municipalities; and
- relocation of municipal operations in the dissolved or amalgamated municipality.

c) Infrastructure/Debt Servicing Stream

For dissolved municipalities, the Infrastructure/Debt Servicing Stream supports upgrades to existing, municipally-owned capital infrastructure assets and equalization of any outstanding non-utility debt obligations of the dissolved municipality. The receiving municipality may apply for funds once needs are known and prioritized.

Examples of eligible projects include:

- repairs and upgrades for existing, municipally-owned infrastructure based on an infrastructure study, asset management plan, or supporting documentation from the past five years that identify the priority project(s) that needs to be addressed;
- work needed to meet infrastructure and environmental standards that directly affects the dissolved municipality or the health and safety of residents; and
- repayment of non-utility debt and the reduction of liabilities associated with the dissolved municipality.

4. Application Process

Applicants are encouraged to contact a Municipal Sustainability Advisor prior to completing the application. Municipal Sustainability Advisors can be reached by telephone, toll-free at 310-0000, then 780-427-2225, or by email at municipalsustainability@gov.ab.ca.

5. Grant Amounts

a) Restructuring Study Stream

The maximum amount available under the Restructuring Study Stream is $120,000 for infrastructure audits and $200,000 per regional governance study and/or amalgamation study.

In the case of an amalgamation study where an application is submitted by a municipality as managing partner, in cooperation with all municipalities jointly exploring amalgamation, the managing partner will be eligible for up to 100 per cent of the maximum grant.

In the case of an amalgamation study where an application is submitted by a municipality that wishes to initiate amalgamation proceedings with one or more other municipalities, the initiating municipality will be eligible to apply for up to 10 per cent of the maximum grant to use towards amalgamation activities. If all of the municipalities party to the amalgamation proceedings agree to request the remaining funding, then up to the remainder 90 per cent may be approved and the initiating municipality would continue as the managing partner for the grant.

b) Transitional Stream

The maximum amount available under the Transitional Stream is $300,000 for post-dissolution transition. For post-amalgamation transition, entities are eligible for a maximum amount of $1,500,000. Eligible amounts are based on a base amount of $100,000 plus $400 per capita up to the above-stated maximums.

c) Infrastructure/Debt Servicing Stream Post-Dissolution

The total amount available under the Infrastructure/Debt Servicing Stream is a base amount of $500,000 plus a per capita amount of $1,500 to a maximum of $3,000,000 for post-dissolution infrastructure projects.

6. Component Conditions

General Conditions for all MR component grants:

a) A council resolution from the applicant must be submitted with the application.

b) Agreement from other municipalities that are participating in the project (e.g. regional governance study or amalgamation study) or from municipalities that may be directly affected by the municipal restructuring (e.g. receiving municipality) should be in place and a copy of that agreement (e.g. emails, council resolution or formal agreement) submitted with the application.

c) Municipalities involved in the projects may not separately apply under the MR component for the same study or restructuring process.

d) Unused transitional grant funds cannot be applied to infrastructure projects, and vice versa.

e) Applicants that have received restructuring grants in support of municipal restructuring that occurred prior to January 2014 are not eligible for MR funding.

If the cost of a project exceeds the maximum grant amounts, the municipality or municipalities involved are expected to cost-share or use other grant sources for the remainder of the project costs.

Conditions specific to the Transitional Stream:

a) If grant funding was applied for following dissolution, grant funds must be accounted for separately by the receiving municipality in accordance with the Order in Council that dissolved the former municipality.

Conditions specific to the Infrastructure/Debt Servicing Stream:

a) Funding to be used for existing, municipally-owned infrastructure projects is conditional upon the completion of an infrastructure study and/or asset management plan in the past five years, which assists with identifying and prioritizing critical infrastructure and municipal needs. If a recent infrastructure study, asset management plan, engineering study or related documentation does not already exist, eligible entities may apply for funds through the Transitional Stream to support an infrastructure study or an asset management plan.

b) Infrastructure projects must be located within the geographic boundaries of the dissolved municipality, or if the infrastructure project is located outside the dissolved municipality, the project must directly benefit the residents and property owners of the dissolved municipality.

c) Funding to be used for debt servicing requires receipt of audited financial statements of the dissolved municipality following restructuring.

d) Debt reduction or debt servicing funds can only be applied to the debt of the former municipality that is transferred to the receiving municipality.

e) If grant funding was applied for following dissolution, grant funds must be accounted for separately by the receiving municipality in accordance with the Order in Council that dissolved the former municipality.

7. Payment of Funds

ACP funding will be paid following legislative approval of the provincial budget and is conditional on a Conditional Grant Agreement (CGA) being duly executed.

8. Time Period to Use Grant Funds

Successful applicants can apply grant funds towards approved projects effective April 1 of the current fiscal year unless otherwise stipulated in the CGA. Applicants determine the appropriate project completion date and should ensure that it allows sufficient time for all reporting activities to be completed. Infrastructure audits or studies funded through the Restructuring Study stream must be completed within nine (9) months from the grant approval date.

Projects occurring as a result of restructuring should be completed within two years following the municipal restructuring.

Funding that is not expended within the project completion date in the CGA, must be returned to the Government of Alberta.

9. Reporting Conditions

The grant recipient must submit an SFE (see Section 13.2), and may be asked to provide additional reporting on the outcome of the grant.

A copy of the report or study funded under the Restructuring Studies Stream must be submitted to the Municipal Services Branch of Alberta Municipal Affairs upon completion.

Schedule 3 – Mediation and Cooperative Processes

1. Objective

The Mediation and Cooperative Processes (MCP) component provides support to municipalities to help develop collaborative protocols and processes to proactively manage conflict, and to enable municipalities to rely on an agreed-upon process for collaboration. This component also supports municipalities in using mediation, facilitation, or other dispute resolution alternatives to resolve intermunicipal conflict, as local solutions provide the ability to control the outcomes and create options in the best interests of residents. It is comprised of a Mediation stream and Cooperative Processes stream.

2. Eligible Entities

The following entities are eligible for funding under the MCP component:

- municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, and special areas);
- improvement districts;
- Métis Settlements; and
- Townsite of Redwood Meadows Administration Society.

3. Eligible Projects

a) Mediation

The Mediation stream supports mediation or facilitative services to develop local solutions to conflicts municipalities may be having with their municipal neighbours, regional services commissions or other boards or agencies.

Eligible projects include:

- mediating conflict or facilitated negotiations between two or more municipalities; and
- mediating conflict or facilitated negotiations between a municipality and another entity.

b) Cooperative Processes

The Cooperative Processes stream provides proactive support to municipalities for building relations and cooperative processes within and between municipalities through the Collaborative Governance Initiative (CGI). There are two phases of this stream. The assessment (protocol development) phase provides funding for a consultant to assist in creating collaborative principles, processes and protocols using consensus. The implementation phase is to implement the principles, processes, and protocols created in the assessment phase.

Eligible projects include:

- developing cooperation protocols to help municipalities to work more collaboratively either internally or intermunicipally;
- developing and implementing internal policies and procedures to address conflicts that arise during the delivery of municipal services; and

- developing formal collaborative governance protocols to address opportunities and challenges.

4. Application Process

Applications are typically completed after discussion with Ministry staff. Contact a Municipal Dispute Resolution Services staff at 780-427-2225 (toll free in Alberta first by dialing 780-310-0000) prior to completing the form.

For both funding streams under this component, an applicant is required to complete an application that is supported by council resolutions from all project participants. In the absence of council resolutions, an application may be submitted with a letter from the requesting municipality (with a copy to the partnering municipalities) that demonstrates support for the project and is signed by the Chief Elected Official.

Reporting from the Cooperative Processes stream - Assessment phase must be submitted to demonstrate the protocols have been developed and the funding has been fully expended prior to any applications under the Cooperative Processes stream - Implementation phase.

Applications will be processed according to timelines that consider the sensitivity of the situation.

5. Grant Amounts

The MCP component has funding maximums as follows:

- Mediation Stream: $15,000
- Cooperative Processes Stream:
  - Assessment (protocol development) phase: $50,000
  - Implementation phase: $30,000

6. Component Conditions

The Mediation stream grant of up to $15,000 provides one-third of the cost of mediation and is conditional on the municipal partners contributing two-thirds of the total costs.

The Cooperative Processes Stream – implementation phase grant of up to $30,000 is conditional upon the municipality matching the grant funding, and can include verifiable in-kind contributions. The matching amount must be expended proportionately to the grant funding amount.

7. Payment of Funds

ACP funding will be paid following legislative approval of the provincial budget and is conditional on the following:

- a Conditional Grant Agreement (CGA) being duly executed; and
- for the mediation stream, by way of installment upon receipt of a copy of the mediator's invoices submitted that demonstrates project costs.

8. Time Period to Use Grant Funds

Successful applicants can apply grant funds towards approved projects retroactive to April 1 of the current fiscal year unless otherwise stipulated in the CGA. Applicants determine the appropriate project completion date and should ensure that it allows sufficient time for all reporting activities to be completed. If the funding will not be expended by the agreed to project completion date, a time extension request must be submitted (see Section 9.2). Any grant funds unexpended upon completion or termination of the project shall be returned to the Government of Alberta.

9. Reporting Conditions

The grant recipient must submit an SFE (see Section 13.2), and may be asked to provide additional reporting on the outcome of the grant.

Schedule 4 – Municipal Internship

1. Objective

The Municipal Internship (MI) component provides support to municipalities and planning service agencies to recruit, train, and retain competent municipal employees who can progress into leadership positions in Alberta municipalities. The intent of this program component is to help train interns so that they may pursue careers in municipal administration, finance, or land use planning and help build the capacity of Alberta's municipal sector.

2. Eligible Entities

The following entities are eligible under the MI component, including:

- municipalities (cities, towns, villages, summer villages, municipal districts, and specialized municipalities);
- improvement districts;
- Townsite of Redwood Meadows Administration Society;
- the Capital Region Board and the Calgary Regional Partnership; and
- municipally-controlled planning service agencies.

Applicants requesting funding under the MI component must meet specific population thresholds to be eligible (based on Municipal Affairs official population figures in effect at the time of application):

Program Stream	Population Range
Administrator	Between 700 and 75,000
Finance Officer	Between 2,500 and 125,000
Land Use Planner	Between 5,000 and 125,000

3. Eligible Projects

The MI component has three streams:

a) Administrator

The Administrator stream allows for the hosting of an intern for a one-year period. Host organizations help train and develop interns by providing them with learning opportunities across the key functional areas of municipal operations and management.

b) Finance Officer

The Finance Officer stream allows for the hosting of an intern for a one-year period. Host organizations help train and develop interns by providing them with learning opportunities in the finance department and exposure to other key functional areas of municipal operations and management.

c) Land Use Planner

The Land Use Planner stream allows for the hosting of an intern for a two-year period. Host organizations must undertake the majority of land use planning activities in-house and have a senior planner on staff to supervise the intern. Interns in the Land Use Planner stream are expected to work towards attaining the Registered Professional Planner accreditation by documenting their education and responsible professional experience in the logbook under the Alberta Professional Planners Institute, the affiliate of the Canadian Institute of Planners.

For all streams, host organizations are expected to provide their intern with experience across the key functional areas of municipal operations and management. Municipalities that are not able to offer an intern experience in all of the functional areas are encouraged to collaborate with another municipality. Collaborations can be arranged so that the intern spends small blocks of time with each host (e.g. two or three months on a rotating basis or the term may be split into two six-month blocks).

Having the opportunity to work closely with staff, council, and senior management in a municipality or a planning service agency is a valuable experience for new professionals pursuing a career in the municipal sector.

4. Application Process

Applications for the MI component are due by October 1 of the funding year, with the internship to commence the following May.

MI applications are evaluated after the October 1 deadline. Funding is awarded based on information provided in the ACP application form up to the maximum number of internship positions available in the program year.

5. Grant Amounts

The amounts available under the MI component vary by host type as follows:

- Administrators: $43,000
- Finance Officers: $43,000
- Land Use Planners: $58,000

6. Component Conditions

Just as interns are expected to demonstrate certain attributes, host organizations are also expected to meet certain criteria, including:

- The municipality must meet the population thresholds as outlined in Section 2 of this schedule, to be eligible for grant funding. Municipally-controlled planning service agencies are also eligible for the Land Use Planner stream;
- For the Land Use Planner stream, host organizations must undertake the majority of their planning in-house and have a senior planner on staff;
- A strong council-administration relationship must exist and there must be strong commitment from both groups to have an intern;

- There must be an organizational commitment to the MI program's vision and goals;
- A dedicated supervisor is appointed for the intern. The supervisor is to be the Chief Administrative Officer or a senior manager (Administrator stream); senior financial officer (Finance Officer stream); or a senior planner (Land Use Planner stream);
- A sufficient commitment of resources, both financial and staff, must be made; and
- There must be an ability to provide training in a wide range of municipal functions and interest in sharing knowledge and experiences with the intern.

A municipality or organization can apply under any or all of the streams of this program component in a program year; however, the applicant must complete separate applications as each stream is evaluated separately.

Collaboration with another municipality is not required to host an intern if the municipality has the capacity and desire to host on its own. A municipality may wish to partner with another municipality if it is not able to provide an intern with experience in the major functional areas of municipal operations and management. Refer to the Internship Program website at www.municipalaffairs.alberta.ca/ms/internship/ for information on these functional areas and program expectations.

If choosing to collaborate, one municipality is to be named the managing partner. This municipality must meet the minimum population requirement for the stream being applied for and is responsible for submitting the application.

7. Payment of Funds

ACP funding will be paid following legislative approval of the provincial budget and is conditional on a Conditional Grant Agreement (CGA) being duly executed.

8. Time Period to Use Grant Funds

Successful applicants can apply grant funds to eligible project expenditures effective January 1 of the hosting year. Administrator and Finance Officer internships are to be completed one year from the intern start date; Land Use Planner internships are to be completed two years from the intern start date. Any grant funds unexpended upon completion or termination of the project shall be returned to the Government of Alberta.

9. Reporting Conditions

The grant recipient must submit an SFE (see Section 13.2). Additionally, supporting documentation is required and may include a Workplan, an Interim Report, a Year 1 Report (Land Use Planner) and a Final Report, as per the CGA.

Schedule 5 – Strategic Initiatives

1. Objective

The Strategic Initiatives (SI) component provides support to initiatives where the project outcomes are of ministry or provincial strategic significance and does not align with the other funding components.

2. Eligible Entities

The following entities are eligible for funding under the SI component:

- the Capital Region Board and the Calgary Regional Partnership;
- municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, improvement districts, and special areas);
- Métis Settlements; and
- Townsite of Redwood Meadows Administration Society.

3. Eligible Projects

Eligible projects include:

- support for the operations of the Capital Region Board and the Calgary Regional Partnership; and
- projects of strategic provincial significance that are deemed a ministry priority.

4. Application Process

Contact a Grant Advisor to discuss any proposed SI projects. Application forms for the SI component will be provided after discussion with Ministry staff.

5. Grant Amounts

The maximum amount of funding available under the SI component is a ministry determination.

6. Component Conditions

All projects funded through the SI component will need to demonstrate the strategic significance of their project and how it aligns with ministry or provincial priorities.

The Minister may modify any program criteria such as eligibility and application requirements to respond to Government of Alberta and Municipal Affairs priorities.

7. Payment of Funds

ACP funding will be paid following legislative approval of the provincial budget and is conditional on a Conditional Grant Agreement (CGA) being duly executed.

8. Time Period to Use Grant Funds

Successful applicants can apply grant funds towards approved projects effective April 1 of the current fiscal year unless otherwise stipulated in the CGA. Applicants determine the appropriate project completion date and should ensure that it allows sufficient time for all reporting activities to be completed. If the funding will not be expended by the agreed to project completion date, a time extension request should be submitted (see Section 9.2). Any grant funds unexpended upon completion or termination of the project shall be returned to the Government of Alberta.

9. Reporting Conditions

The grant recipient must submit an SFE (see Section 13.2), and may be asked to provide additional reporting on the outcome of the grant.